



Par2Pro has the world's largest selection of golf simulator components. We are a wholly Canadian owned company that has been in business for over 16 years with our head office, warehouse and demo center located in Edmonton, AB.

Location

Par2Pro

Posted

2024-05-14

Deadline

2024-06-04

Job Summary

We are offering a digital admin position to the right person who can assist in our digital marketing administration with posting to our socials, processing website updates, marketing, etc. We are currently on osCommerce and in the middle of building a new site on Shopify.

Responsibilities

We are looking for someone to ensure that our site is always up to date, our news is always posted to our socials and our marketing efforts are focused and effective.

Qualifications

We require a person who takes immense pride in their work, and is extremely detailed with great attention to grammar, numbers and process. They must be energetic, ambitious, hard-working, and friendly, all with a positive, uplifting attitude. It is also vital that they can work independently, set priorities, and be willing to go the extra mile! This position also must have someone who can speak, read, and write fluent English.

- website updating: 3 years (required)

Compensation

\$20.00-\$24.00 per hour

Benefits/Perks

To be discussed

Course Website

<https://www.par2pro.com/>

Employment Duration

Full-time

Expected Hours: 40 per week

Schedule: 8 hour shift, Monday to Friday

Contact Information

Please provide your current resume with recent samples of your work to **Cory Gauvreau**, *President* at cory@par2pro.com. We look forward to